

## Appointment

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**To:** Cacho, Julia [Cacho.Julia@epa.gov]; Singletary, DeAndre [Singletary.DeAndre@epa.gov]; Gulliford, Jim [gulliford.jim@epa.gov]; Chu, Ed [Chu.Ed@epa.gov]  
**CC:** Smith, John [Smith.John@epa.gov]

**Start:** 11/24/2020 7:00:00 PM  
**End:** 11/24/2020 7:30:00 PM  
**Show Time As:** Busy

**Recurrence:** (none)

**Required Attendees:** Singletary, DeAndre; Gulliford, Jim; Chu, Ed

Rescheduled due to the holiday.

Deputies are welcome to attend.

### Bi-Weeklies – Standard Discussion Topics

1. What are your Division's top priorities for the next 2-4 weeks and what are their current status/milestones?
2. Are there any projects/sites/issues that have new risks or challenges?
3. Is there anywhere we are falling behind regionally or nationally (*e.g. timelines, milestones, programmatic targets, or national competitions*)?
4. What issues/andons are you seeing from your Division's ELMS visual management tools and what is your strategy for addressing them?

Here is the direct link to the tracker itself:

[https://usepa.sharepoint.com/sites/R7\\_Work/seniorstaff/Other%20Documents/Forms/AllItems.aspx](https://usepa.sharepoint.com/sites/R7_Work/seniorstaff/Other%20Documents/Forms/AllItems.aspx)